

Fallsburg Library Trustee Monthly Meeting  
September 21, 2022  
\*Meeting held at Fallsburg Library \*

**Attendance:**

Laurie Burke-Deutsch, President	Present
Ronnie Cohen, Financial Officer	Present
Renee Kates, Trustee	Present
Annette Conklin, Trustee	Present
Judith Merone, Trustee	Present
Amanda Letohic, staff	Present

Meeting Commenced at 5:11 PM

**Public Comment**

None

**Correspondence**

None

**Approval of Minutes**

- **August 25, 2022-Regular Meeting Minutes-** Board member Judith Merone moved and board member Renee Kates seconded a motion to approve the regular meeting minutes as presented. All in favor.

**Financial Report**

As of August 31, 2022 Catskill Hudson Bank Statement:

Summary of Account:

<b>Checking</b>	\$ 37,601.94
<b>Money Market</b>	\$ 192,401.54
<hr/>	
	\$230,003.48

The following deposits were made to the money market account during this statement period:

8/23/2022	\$3,461.00
8/31/2022	\$52.99 *interest*

As of June 30, 2022 North East Community Bank Statement:

<b>Interest account</b>	\$758,238.52
Total Interest Earned as of 6/30/2022	\$1,888.04

Board member Ronnie Cohen moved and board member Judith Merone seconded a motion to approve the Financial Report as presented. All in favor.

### Approval of Warrants

**September 14, 2022** in the amount of \$5,755.72.

Board member Ronnie Cohen moved and board member Judith Merone seconded the motion to approve the warrant as presented. All in favor.

**September 20, 2022** in the amount of \$3,315.63.

Board member Ronnie Cohen moved and board member Judith Merone seconded the motion to approve the warrant as presented. All in favor.

### Old Business

Inventory dates have been set for October 19th, 20th, & 21st. The library will be closed for these days.

### New Business

**Amanda's Report:** Amanda spoke of inventory prep for October and of a Legislative Luncheon thrown by SUPLA in Monticello. She said that the early literacy center in the children's room was brought back out and the patrons enjoyed it. Amanda said that she will continue bringing other things, such as toys, back into the children's room as time goes on.

**RCLS Contracts - IT, ILS:** Judith Merone moved and Ronnie Cohen seconded a motion to approve the contracts sent by RCLS to continue our IT and ILS services. All in favor.

**Director Search-** Board President Laurie said 'ZipRecruiter' will be contacting Amanda this week. Amanda said she will tweak the job description and send it to the board for approval before giving it to the ZipRecruiter agent to be posted for two or three months.

### **Committee Reports**

Personnel- Judith Merone and David Lawrence

President Laurie Burke-Deutsch called an executive session at 5:25pm. Executive session was ended at 5:32pm

Budget- Ronnie Cohen

N/A

Building/Grounds- Renee Kates.

N/A

### **Adjournment**

Board member Ronnie Cohen moved and board member Judith Merone seconded the motion to adjourn the meeting at 5:33 PM. All in favor.

Fallsburg Library Trustee Monthly Meeting  
Agenda  
September 21, 2022

- Pledge
- Public Comment
- Correspondence
- Approval of Minutes
  - August 25, 2022 – Regular Meeting Minutes
- Financial Report
- Approval of Warrant(s)
  - September 14, 2022
  - September 20, 2022
- Old Business
  - Inventory Dates – October 19,20,21
- New Business
  - Amanda’s Report
  - RCLS Contracts – IT, ILS
  - Director Search
- Committee Reports
  - Budget
  - Building/Grounds
  - Personnel
- Adjournment

Board of Trustees Meeting  
September 21, 2022  
Financial Report

As of the August 31, 2022 Catskill Hudson Bank Statement:

Summary of Account:

Checking	\$	37,601.94
Money Market		192,401.54
		<hr/>
	\$	230,003.48

The following deposits were made to the money market account during this statement period:

8/23/2022	\$	3,461.00
8/31/2022	\$	52.99 *Interest*

As of June 30, 2022 North East Community Bank Statement:

Summary of Account:

Interest Bearing Account	\$	758,238.52
Total interest earned as of 6/30/2022	\$	1,888.04

# Fallsburg Library Transactions by Account

As of September 14, 2022

Type	Date	Name	Meas	Clr	Split	Amount	Balance
Bill	09/14/2022	AJR Rent Property Group LLC			453 Rent	3,400.00	3,400.00
Bill	09/14/2022	Charter Communications			456 Internet Service	119.99	3,519.99
Bill	09/14/2022	DeLage Landen Financial Services			200 Equipment	88.35	3,608.34
Bill	09/14/2022	fox Ledge, Inc			451 Custodial Supplies	2.00	3,610.34
Bill	09/14/2022	Greenwald-Doherty LLP			437 Professional Fees	307.50	3,917.84
Bill	09/14/2022	Kanopy, INC.			415 e-content	14.00	3,931.84
Bill	09/14/2022	Micro Marketing LLC			412 Recordings /Tapes, discs	37.56	3,969.40
Bill	09/14/2022	MVP Health Care Inc			P9060.800 Health Insurance	930.46	4,899.86
Bill	09/14/2022	NYSEG			450 Utilities-Electric, Propane	122.08	5,021.94
Bill	09/14/2022	Ramapo Catskill Library System			428 Envisionware	317.08	5,339.02
Bill	09/14/2022	Sullivan County Chamber of Commerce			438 Membership dues	115.00	5,454.02
Bill	09/14/2022	United Healthcare prescription			P9060.800 Health Insurance	34.20	5,488.22
Bill	09/14/2022	United Healthcare			P9060.800 Health Insurance	267.50	5,755.72
						<u>5,755.72</u>	<u>5,755.72</u>
						<u><b>5,755.72</b></u>	<u><b>5,755.72</b></u>

Accounts Payable

Total Accounts Payable

**TOTAL**

## Fallsburg Library Transactions by Account

As of September 16, 2022

Type	Date	Num	Name	Merass	Split	Amount	Balance
Accounts Payable							
Bill	09/16/2022		Amazon Capital Service		411 DVDs	40.94	0.00
Bill	09/16/2022		Baker & Taylor Inc / Entertainment		410 books	627.37	40.94
Bill	09/16/2022		Coast to Coast Solutions		479 programming	606.05	668.31
Bill	09/16/2022		Over Drive, Inc		415 e-content	141.48	1,274.36
Bill	09/16/2022		Town of Fallsburg		431 telephone	67.79	1,415.84
Bill	09/16/2022		Utica National Ins. Group		454 workers comp ins	1,832.00	1,483.63
Total Accounts Payable						3,315.63	3,315.63
<b>TOTAL</b>						<b>3,315.63</b>	<b>3,315.63</b>

Amanda's Report  
September 21, 2022

We've slowed down quite a bit since summer so now we're prepping for inventory next month. Theresa and I have been weeding to prepare and getting everything in its correct place. We put our Early Literacy Center back out in the children's room with books on display, counting toys, and letter toys. That went over well with our patrons they were happy to see it back out since it has been put away since the start of the pandemic.

I've been planning crafts for next month and hoping for in person programs starting in November.

The Fall Into Books virtual conference is coming up in October and the NYLA conference in November and I'm planning on attending both as I have been for the last few years. I get a lot out of those for my programming position and as acting director.

Last week I went to a Legislative luncheon thrown by SUPLA at the Monticello library. There were several legislators there and I was happy to go to represent Fallsburg Library.

We're going to continue preparing for inventory as the date approaches and keep bringing things back out in the children's room for our patrons.

Respectfully submitted,

Amanda



## Fallsburg Library

### Profit & Loss Budget vs. Actual

July 2021 through June 2022

	Jul '21 - Jun 22	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
P1001 Property Taxes	421,184.24	421,184.24	0.00	100.0%
P2082 Book Fines	779.40	250.00	529.40	311.76%
P2401 Interest and Earnings	6,002.32	1,000.00	5,002.32	600.23%
P2705.00 Gifts and Donations	229.35	50.00	179.35	458.7%
P2760.30 LSG Local Lib Serv.Aid	3,049.00	3,049.00	0.00	100.0%
P2770.20 S.C. Legislative Grant	454.55			
P2770.80 PILOT	1,473.20	1,473.20	0.00	100.0%
P2770.95 Ins Dividends	1,037.31			
P2770.99 Copy Mach/Fax fees	2,021.30	2,000.00	21.30	101.07%
<b>Total Income</b>	<b>436,230.67</b>	<b>429,006.44</b>	<b>7,224.23</b>	<b>101.68%</b>
Expense				
200 Equipment	1,283.62	1,400.00	-116.38	91.69%
410 Books	10,553.66	9,500.00	1,053.66	111.09%
411 Films,DVD or VHS	1,660.83	2,500.00	-839.17	66.43%
412 Recordings /Tapes, discs	324.73	750.00	-425.27	43.3%
413 Periodicals	431.32	1,000.00	-568.68	43.13%
415 e-content	9,370.09	10,000.00	-629.91	93.7%
416 Service & Web Fees	1,969.54	2,000.00	-30.46	98.48%
417 Web Host	103.68	150.00	-46.32	69.12%
418 licenses	0.00	400.00	-400.00	0.0%
428 Envisionware	317.05	500.00	-182.95	63.41%
429 Misc.	35.00	300.00	-265.00	11.67%
430 Office/Book/Library supply	2,421.70	3,000.00	-578.30	80.72%
431 Telephone	764.42	1,200.00	-435.58	63.7%
432 Telecommunications	2,717.30	3,500.00	-782.70	77.64%
433 Postage	286.40	400.00	-113.60	71.6%
434 Publicity / Printing	699.06	500.00	199.06	139.81%
435 Travel / Meal	469.51	2,000.00	-1,530.49	23.48%
436 Anser/Automation	15,673.28	20,000.00	-4,326.72	78.37%
437 Professional Fees	5,485.47	10,250.00	-4,764.53	53.52%
438 Membership dues	440.00	800.00	-360.00	55.0%
450 Utilities-Electric, Propane	8,074.76	9,000.00	-925.24	89.72%
451 Custodial Supplies	580.50	700.00	-119.50	82.93%
452 Cleaning Contract	1,350.00	1,800.00	-450.00	75.0%
453 Rent	40,700.00	43,000.00	-2,300.00	94.65%
454 Insurance	8,747.69	8,747.69	0.00	100.0%
456 Internet Service	1,439.88	1,700.00	-260.12	84.7%
469 Oper. & Mant. Exp-Sec sys	1,341.01	1,341.01	0.00	100.0%
475 Annual Election	709.50	1,300.00	-590.50	54.58%
476 Education / Training	0.00	2,000.00	-2,000.00	0.0%
477 Meetings/ Registration Fee	0.00	900.00	-900.00	0.0%
479 Programming	3,826.12	4,000.00	-173.88	95.65%
480 T/ Falls Contract	2,625.00	3,500.00	-875.00	75.0%
483 Local Lib Service Aid	644.27	3,049.00	-2,404.73	21.13%

## Fallsburg Library

### Profit & Loss Budget vs. Actual

July 2021 through June 2022

	Jul '21 - Jun 22	Budget	\$ Over Budget	% of Budget
492 Pilot	0.00	1,473.20	-1,473.20	0.0%
499 Volunteer Recognition/Staff	0.00	250.00	-250.00	0.0%
P 9010.800 NYS Retirement	22,400.00	24,000.00	-1,600.00	93.33%
P9040.800 Workers Compensation	1,432.00	2,800.00	-1,368.00	51.14%
P9050.800 unemployment ins	1,467.00	1,467.00	0.00	100.0%
P9055.800 disability	176.40	330.00	-153.60	53.46%
P9060.800 Health Insurance				
Health Flex Plan	650.00	2,000.00	-1,350.00	32.5%
Health Insurance Buyout	500.00	2,000.00	-1,500.00	25.0%
P9060.800 Health Insurance - Other	14,715.44	27,500.00	-12,784.56	53.51%
<b>Total P9060.800 Health Insurance</b>	<b>15,865.44</b>	<b>31,500.00</b>	<b>-15,634.56</b>	<b>50.37%</b>
Payroll Expenses				
Direct Deposit Fees	192.75	400.00	-207.25	48.19%
P7410.141 Library Director	29,945.93	53,584.30	-23,638.37	55.89%
P7410.142 Principal Library	3,480.00	2,760.00	720.00	126.09%
P7410.143 Library Clerk	27,344.00	35,547.20	-8,203.20	76.92%
P7410.144 Library page 1	0.00	34,320.00	-34,320.00	0.0%
P7410.145 Library clerk	10,234.63	15,964.00	-5,729.37	64.11%
P7410.147 Clerk	7,036.00	18,293.60	-11,257.60	38.46%
P7410.148 Page	0.00	3,000.00	-3,000.00	0.0%
P7410.150 page	26,289.57	33,966.40	-7,676.83	77.4%
P7410.151 Page	0.00	2,000.00	-2,000.00	0.0%
P7410.154 Library Page	0.00	750.00	-750.00	0.0%
Payroll Expenses - Other	20,696.37			
<b>Total Payroll Expenses</b>	<b>125,219.25</b>	<b>200,585.50</b>	<b>-75,366.25</b>	<b>62.43%</b>
Payroll Taxes				
P9030.800 SS / Med				
FICA	7,778.72			
Medical	1,819.23			
P9030.800 SS / Med - Other	0.00	15,413.04	-15,413.04	0.0%
<b>Total P9030.800 SS / Med</b>	<b>9,597.95</b>	<b>15,413.04</b>	<b>-5,815.09</b>	<b>62.27%</b>
<b>Total Payroll Taxes</b>	<b>9,597.95</b>	<b>15,413.04</b>	<b>-5,815.09</b>	<b>62.27%</b>
<b>Total Expense</b>	<b>301,203.43</b>	<b>429,006.44</b>	<b>-127,803.01</b>	<b>70.21%</b>
<b>Net Ordinary Income</b>	<b>135,027.24</b>	<b>0.00</b>	<b>135,027.24</b>	<b>100.0%</b>
<b>Net Income</b>	<b>135,027.24</b>	<b>0.00</b>	<b>135,027.24</b>	<b>100.0%</b>